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2 January 1947

OFFICE OF REPORTS AND ESTIMATES
Office Operating Procedure
O.R.E. ~~Instruction~~ No. 5-47

SUBJECT: Functions of the Office of Collection and Dissemination
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The following memorandum from [REDACTED]
Executive to the Director, Central Intelligence Group, to the
Assistant Directors and the Chief of ICAPS, subject as above,
19 December 1946, is quoted in its entirety for the information
and guidance of all concerned.

"The Office of Collection and Dissemination will
function in accordance with the following policies:

1. The missions of the Office of Collection and
Dissemination are:

a. To determine the collection and dissemina-
tion requirements for strategic and national policy
intelligence information and intelligence; and to
formulate and supervise the implementation of
operating plans, policies and procedures in connection
therewith, subject to prescribed CIG security policies.

b. Until such time as the Office of Security is
established:

(1) To formulate and promulgate integrated
security policies and procedures pertaining to
the safeguarding of classified information and
matters of the Federal Government in the interest
of national security, to include planning for
possible future censorship operations.

(2) To prescribe over-all security policies
and procedures for the entire CIG.

2. In carrying out his mission with respect to
paragraph 1 a above, the Assistant Director for Collection
and Dissemination will:

a. Recommend over-all collection and dissemination
policies and prepare implementing directives to put
them into effect.

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b. Continually survey other agencies of the government to determine their needs for intelligence information and intelligence.

c. Coordinate closely with the Office of Reports and Estimates in assuring maximum satisfaction of authorized requirements for intelligence.

d. Take all action necessary to assure the most effective possible collection in accordance with authorized requirements for intelligence information, to include:

(1) Maintenance of a record of the location of known intelligence and intelligence information readily available in Washington.

(2) Continual analysis and assessment of the technical capabilities of various government agencies to collect adequate intelligence information or intelligence upon request.

(3) Planning procurement of required intelligence information with special reference to the exploitation of local sources, the elimination of unnecessary duplication and the prompt initiation of remedial action or recommendation when no existing agency is found capable of performing a specific collection task.

(4) Issuance and follow-up of necessary collection directives to the Office of Operations, the Office of Special Operations, and other government agencies, in accordance with their respective responsibilities and capabilities.

(5) Constant review of the over-all collection situation and conduct of studies leading to the development of new and improved collection means and techniques.

e. Effect appropriate dissemination of all intelligence produced by the Central Intelligence Group.

f. (1) Establish a reading center immediately adjacent to the CIG Central Registry (Message Center) where representatives of ORE and other government agencies will assist OCD in determining distribution of all intelligence material received by CIG.

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(2) Develop the reading center with a view to ultimate assumption by CIG of the responsibility for all inter-agency dissemination of intelligence information and intelligence coming under the purview of CIG.

(3) Coordinate closely with ORE to insure that intelligence information which may require evaluation to be of value to the recipient is evaluated by ORE prior to dissemination.

g. Issue directives to effect the timely and efficient transmission and distribution of intelligence material by the P & A Branch; and coordinate with ORE and the P & A Branch to effect necessary reproduction of intelligence materials by that Branch.

h. Ascertain CIG policies on the eligibility of various agencies from the security viewpoint to receive CIG intelligence and intelligence information.

i. In accordance with prescribed CIG security policies:

(1) Establish security controls over operating functions within the Office of Collection and Dissemination.

(2) Make arrangements, in cooperation with other government agencies, for uniform and adequate security control procedures for the handling of intelligence information and intelligence disseminated by CIG.

(3) In coordination with ORE, implement procedures for effecting appropriate classification and downgrading of CIG intelligence information and intelligence.

j. Continually survey other agencies of the government to determine whether:

(1) Collection and dissemination by CIG adequately satisfy requirements;

(2) Collection and dissemination controls prescribed by CIG are effectively carried out;

(3) Collection and dissemination directives are effectively carried out.

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3. Until such time as the Office of Security is established, the Assistant Director, OCD, in carrying out his mission with respect to paragraph 1 b above, will:

a. Formulate and coordinate federal security policies and procedures pertaining to the safeguarding of classified information and matter of the departments and agencies of the United States Government in the interest of the national security, as authorized by the National Intelligence Authority.

b. Prescribe the over-all security policies and procedures for the Central Intelligence Group designed to insure, on a world-wide basis, the control and safeguarding of intelligence information and intelligence, particularly that received from sensitive sources, and the security of operations, personnel, equipment and installations of the Central Intelligence Group.

c. Formulate coordinated federal censorship policies and procedures for implementation in the event of a future emergency or state of war, as authorized by the National Intelligence Authority.

d. Determine adequacy of security controls in the non-participating federal agencies and, from a security standpoint, determine CIG policies regarding eligibility to receive CIG intelligence information and intelligence.

e. Act as agency of the Director of Central Intelligence in collaboration with the Public Relations Officer, on the security coordination of all public relations, press or similar releases, and other publicity matters pertaining to the CIG.

f. Coordinate, in conjunction with appropriate offices of CIG, matters relative to the technical security activities of the departments and agencies of the Federal Government in the fields of secret means of communication, radio direction-finding equipment and techniques, sabotage materials and techniques and related subjects.

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4. The Assistant Director for Collection and Dissemination will maintain necessary liaison, under CIG liaison policy, to accomplish his missions.

5. The activities of the Office of Collection and Dissemination will be coordinated within CIG and with outside agencies by the Interdepartmental Coordinating and Planning Staff under established CIG policies.

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